

# INSTRUCTIONS ON §305(b) REPORT DRAFT EDITING

The draft **bluebold** ~~redline-strikeout~~ MS Word document files for narrative portions from the 2004 CWA §305(b) Report To Congress *Water Quality and Water Pollution Control in New Mexico* can be edited in a variety ways:

1. The narrative portion of the report can be entered directly onto a pre-saved copy of the MS Word files that you've placed on your computer's hard disk or by retrieving any of the same stored files from NMED's website at <http://www.nmenv.state.nm.us/wqcc/305b/2004/Draft/index.html>. All edits should be performed with the "Track Changes While Editing" feature ON. This function is enabled by selecting from the standard toolbar **Tools>Track Changes>Highlight Changes>Track Changes While Editing**. Alternatively, edits can be submitted directly to Gary King at (505) 827-2928, by fax at (505) 827-0160 or by e-mail ([gary\\_king@nmenv.state.nm.us](mailto:gary_king@nmenv.state.nm.us)).
2. Should you prefer to edit directly onto hardcopy documents, you may do so by marking between lines or in margins any grammatical, numerical or expository changes that you wish included in the final document. Numeric value changes for figures, tables or text can be written directly onto the area to be changed.
3. Once complete, please e-mail or fax the edited files with your changes so they can be incorporated into the final draft for Commission approval. Alternately, marked-up hardcopy pages should be mailed directly to

New Mexico Environment Department  
Surface Water Quality Bureau  
1190 St. Francis Drive, N2105  
Santa Fe, New Mexico 87505  
Attn.: Gary King, §305(b) Editor

**NOTE:** All editable portions of the Draft Report are also represented on the website and the CD-ROM as Adobe Acrobat files. Although the content of these files cannot be changed, they are included to indicate the "original" line and page for each edit. This is done in an attempt to reduce the amount of confusion generated by combining several editors who will use a variety of different printer drivers associated with their MS Word software which directly affects line numbering, pagination, margins, kern settings, etc.

**NOTE:** Hidden remarks throughout the text are included in the CD-ROM version provided to the WQCC Commissioners by the editor which contain information such as original-source author(s) and any explanatory text, reference notes, contacts, etc. These remarks are only available on a file's CD-ROM version when the "Show/Hide Paragraphs" feature is selected and are not available through the Publicly-accessible internet versions of the Draft Report.

4. Lastly, if you have documentation that has already been produced on a particular topic that has narrative, tables or graphics that you desire to have in the 2004 §305(b) report, please submit a copy to Gary King so he can extract the information directly from it. Hopefully the work is in digital form of some kind, but hardcopy text is acceptable, as are original photographs/slides or spreadsheets.

Again, please feel free to contact Gary King by e-mail ([gary\\_king@nmenv.state.nm.us](mailto:gary_king@nmenv.state.nm.us)) or talk directly to him at (505) 827-2928 if you have further questions, problems or troubles with any of these instructions.